

California Department of Veterans Affairs

Serving Veterans Since 1946



Classification: **Office Technician - Typing (\$2510 - \$3050)**
Permanent, Full-Time

Location: Veterans Home of California, Chula Vista
Chula Vista, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under supervision of the Procurement Services Officer:*

- Prepare and review monthly employee timesheets, overtime slips, and absence slips.
- Coordinate nursing schedules.
- Compose and type routine memos, letters, and forms.
- Maintain and update documentation in a computer system.
- Maintain files and records, review and prepare documents.
- Order and maintain supplies and equipment in assigned area of responsibility.
- Responsible for answering routine inquiries, in person and on the phone.

Desirable Qualifications:

- Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.
- Ability to read and write English at a level required for successful job performance.
- Ability to perform difficult clerical work independently.
- Ability to utilize a wide knowledge of vocabulary, grammar and spelling.
- Communicate effectively, follow oral and written directions.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Chula Vista
700 East Naples Court
Chula Vista, CA 91911
Attn: Pam Aikman

Inquiries:

Voice: (619) 482-6027
TDD: (916) 653-1966

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AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

230-1139-001

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